

Main Request for Funding Form
Lessard-Sams Outdoor Heritage Council
Fiscal Year 2012

Program or Project Title: Conservation Partners Legacy Grant Program

Funds Requested (\$000s)	Funding Request	OHF Out-Year Projections of Needs		
	FY 2012	FY 2013	FY 2014	FY 2015
Outdoor Heritage Fund	\$ 4,318,784	0	0	0

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Organization Web Site: www.mndnr.gov/grants/habitat/cpl/index.html

County Location: Statewide

Ecological Planning Regions: all

- Northern Forest
 Forest/Prairie Transition
 Southeast Forest
 Prairie
 Metro/Urban

Activity Type: all

- Protect
 Restore
 Enhance

Priority Resources addressed by activity: all

- Wetlands
 Forests
 Prairie
 Habitat

Project Abstract

The Conservation Partners Legacy Grant Program will be managed by the Department of Natural Resources to provide competitive matching grants to local, regional, state, and national non-profit organizations, including governments.

Project Narrative

Design and scope of work

The Conservation Partners Legacy Grant Program (CPL) will be managed by the Minnesota Department of Natural Resources (DNR) to provide competitive matching grants of up to \$400,000 to local, regional, state, and national non-profit organizations, including governments. Grant activities include the enhancement, restoration, or protection of forests, wetlands, prairies, and habitat for fish, game, or wildlife in Minnesota. A match of at least 10% from nonstate sources is required for all grants. Up to one-third of the match may be in-kind resources. All match must be identified at the time of application.

CPL Program Staff will develop a Request for Proposal and Program Manual, solicit applications and oversee the grant selection process, prepare and execute grant documents, review expenditure documentation to ensure recipients are only reimbursed for allowable expenses, make reimbursement payments, monitor grant work, assist recipients with closing out their agreements, and prepare reports as required by the L-SOHC. Funding for 2.5 FTEs is included in this proposal. This is an increase of 1.1 FTE from FY 2011.

MS 97a.056 Subd. 3a directed the L-SOHC to establish a conservation partners grant program to encourage and support local conservation efforts. Subsequent session law established additional guidelines and criteria for this program and authorized the DNR to administer it.

Applicants will describe the location of the work (county and ecological subsection), activity type, and habitat in their application. They will also describe the how their actions will benefit habitat and fish, game and wildlife. For acquisition projects, applicants will describe their parcel selection process.

Funds for projects under this appropriation will be available until June 30, 2014. Funds for restoration will be available until June 30, 2016, or for four years after the acquisition, whichever is later, in order to complete restoration and enhancement work. If a project receives federal funding, the time period of the appropriation will be extended to equal the availability of federal funding.

All grant projects will follow the priorities and requirements set out in the L-SOHC's *Call for Funding Requests – 2012 Appropriations*, and 2010 MN Law Chapter 361, Article 1, (as amended during the 2011 legislative session). Projects must also address the priorities in the *Minnesota Statewide Conservation and Preservation Plan*, and *Tomorrow's Habitat for the Wild and Rare*.

Conservation Partners Legacy Grant Program

In administering this program the DNR will comply with the Department of Administration - Office of Grants Management policies.

Stakeholders are involved in this proposal as applicants or reviewers (if no conflict of interest exists). There is no known stakeholder opposition to this program.

Grant Application Process

A Request for Proposal (RFP) and Program Manual (PM) will be posted on the CPL website in early August, 2011. These documents will contain grant program information, application criteria, application requirements, state agency contacts and grant reporting requirements. The RFP, PM, and all grant agreements will incorporate appropriate principles and criteria from the L-SOHC's *Call for Funding Requests – 2012 Appropriations* and associated legislation.

Grants selected for funding up to twice a year. Any ungranted funds from the first cycle will be available for use in a following cycle.

Applications must be submitted electronically using CPL's Online Grant Application System (OLGA). All project sites must be mapped using OLGA's mapping tool. OLGA will accept applications beginning in August, 2011, until the deadline for the first round of grants in mid-September, 2011. The application system will not accept applications during the review process. If all funds are not awarded, OLGA will be re-activated in December, 2011 to accept applications for a second round of grants.

Grant Selection Process

CPL Grant Program Staff will review applications to make sure they are complete and meet grant program requirements. Technical Review Committee(s), selected by the Commissioner of Natural Resources, will review and score applications based on the same criteria used for OHF direct appropriations. These committees may include representatives from DNR, BWSR, the University of MN, state universities or private colleges, the US Fish and Wildlife Service, and other appropriate members from both government and non-profit organizations. A final ranking committee made up of the Chief Financial Officer, and Directors of the DNR Divisions of Fish and Wildlife, Ecological Resources/Waters, and Forestry will recommend projects and funding levels to the Commissioner of Natural Resources. The Commissioner will make the final decision on the projects funded and funding levels. Projects may be fully or partially funded.

Every effort will be made to evenly distribute the selected grants by geographic location, activity, and funding level, with an objective of granting 50% of the funds to projects above \$125,000, and 50% of the funds to projects below \$125,000.

CPL Grant Program staff will work with grantees to ensure financial reviews, grant agreements, and any other necessary paperwork are completed. Work may not begin until the grant is executed.

Conservation Partners Legacy Grant Program

Project Reviews and Reporting

Project reviews will be completed as required by Office of Grants Management Policy 08-10, [Monitoring](#).

Grantees will submit annual accomplishment reports on forms provided by CPL staff, based on L-SOHC report forms. Reports must account for the use of grant and match funds, and outcomes in measures of wetlands, prairies, forests, and fish, game, and wildlife habitat restored, enhanced, and protected. The report must include an evaluation of these results. A final report will be required by all grantees 30 days after the project is complete.

CPL Grant Program staff will submit accomplishment reports to the L-SOHC as required. Accomplishment information will be posted on the CPL website.

CPL Administration Budget

Grant administration costs will be billed using a professional services rate of \$60.00/hour. The hourly rate includes salary and fringe for grants staff, computers, communications, travel, supplies, contract management, accounts payable, rent, and expense.

The addition of 1.1 FTE will bring CPL Program Staff up to 2.5 FTEs. The additional FTE is necessary to properly manage three years of appropriations (FY10, FY11, and FY12). By March 2011 it is estimated there will be 60 active grants to manage from FY10 and FY11, with an unknown number of FY12 grants yet to be awarded. Funds are included to cover the direct costs of hiring the new FTE.

While much of the foundation for the CPL program has been laid (processes, web pages, application system, forms and documents, etc.), the program workload increases as grant projects get underway. New activities such as project monitoring, grantee coaching, payment requests, grant document reviews, grant closeouts, work with internal and external auditors, and accomplishment reports to the L-SOHC are required. The current funding level does not provide sufficient staff for these activities to occur.

DNR Land Acquisition Costs

Grantees will be required to budget for DNR Land Acquisition costs that are necessary to support the land acquisition process for parcels to be conveyed to the DNR. These costs will be billed to the grantees on a professional services basis and may be paid with either grant or match funds.

DNR Technical Support

The Division of Fish and Wildlife estimates it will provide \$70,000 of ongoing technical guidance from Division field staff. This technical guidance will help grantees meet requirements for working on state lands.

Grantee Match

Grantees will be required to provide a match of at least 10% from nonstate sources. This will provide a minimum of \$40,000 in match funds or in-kind resources.

Planning

This program will provide additional funds to enhance, restore, and protect habitat in Minnesota. All published resource management and species plans—including the *Minnesota Conservation and Preservation Plan*—recognize that habitat is critical for the success of Minnesota’s fish and wildlife species. Lack of funding is consistently listed in many plans as one of the largest issues limiting the amount of habitat work and protection that is completed each year.

In the *Minnesota Conservation and Preservation Plan*, habitat restoration, enhancement and protection is specified in the following priorities:

- H1: Protect priority land habitats (pg 63)
- H2: Protect critical shorelands of streams and lakes (pg 67)
- H4: Restore and protect shallow lakes (pg 78)
- H5: Restore land, wetlands, and associated wetlands (pg 80)
- H7: Keep water on the landscape (pg 84)
- LU 8: Protect large blocks of forested land (pg 130)
- L10: Support and expand sustainable practices on working forested lands (pg 131)

Other plans that list habitat restoration, enhancement and protection as priorities include:

- *Tomorrow's Habitat for the Wild and Rare* (Minnesota’s Comprehensive Wildlife Conservation Strategy), which identifies habitat loss and degradation as the primary problem facing species in greatest conservation need in Minnesota.
- The *State Comprehensive Outdoor Recreation Plan Strategies #1 and 2*.
- The DNR’s Division of Fish and Wildlife has several key plans identifying acquisition and habitat goals for fish and wildlife populations. Habitat goals are also addressed through more focused plans and programs that can be found on the DNR’s website.
- National plans include the *North American Wetland Management Plan*, various Joint Venture Plans, *National Fish Habitat Initiative*, and all the *Bird Conservation Plans*.
- Non-governmental conservation agencies such as Ducks Unlimited, The Nature Conservancy, and Audubon Minnesota have developed their own conservation plans that list habitat restoration, enhancement and protection as a priority.

Grantees will be asked to answer these same questions in their application, and describe how their project addresses priorities and requirements set out in the L-SOHC’s section priorities.

Relationship to Other Constitutional Funds

Conservation Partners Legacy Grant Program

The CPL Grant Program will complement other programs and projects supported with constitutional funds by allowing organizations to access Outdoor Heritage Funds for smaller, local projects.

Relationship to Current Organizational Budget

In FY10, DNR received \$4 million for grants and administration of this program. These were new funds for a new program and did not supplant existing funds. In FY11, DNR received \$4,386,000 for grants and administration to continue the CPL program. These funds also did not supplant existing funds.

This program funding is of reasonable size given the scale of DNR's recent fiscal year expenditures. Though Outdoor Heritage Funds will be spread out over multiple years, below are approximate Fiscal Year 2009 expenditures (not including Bonding) as an example of what DNR spends in a given year:

Fiscal Year 2009 Approximate Expenditures, not including Bonding funds, were:

All DNR expenditures - \$200 million
Ecological Resources Division - \$11.6 million
Fish and Wildlife Division - \$33.1 million
Forestry Division - \$25.5 million
Waters Division - \$33.4 million

Applicants will be asked to document the impact of L-SOHC grant funds to their current budget in their grant application, and if these funds will supplement or supplant existing funds.

Sustainability and Maintenance

Applicants will be required to describe how project outcomes will be sustained after the period of funding has ended, including costs, schedules, source of funding, and who will be responsible for the work. Stewardship plans must identify the sources and amount of funding for monitoring and identify the parties responsible for monitoring and enforcing the easement agreement.

Types of Projects

Applicants applying for CPL funds will be required to answer the questions below. In general, the CPL Program will follow the L-SOHC's *Call for Funding Requests – 2012 Appropriations*, and 2010 MN Law Chapter 361, Article 1 (as amended during the 2011 legislative session).

Fee Acquisition Projects

Will local government approval be sought prior to acquisition?

Yes No, please explain not applicable

If no, please explain here:

Conservation Partners Legacy Grant Program

Is the land you plan to acquire free of any other permanent protection?

Yes No, please explain not applicable

If no, please explain here:

Easement Acquisition Projects

Will the eased land be open for public use?

Yes No, please explain not applicable

If no, please explain here:

Will the conservation easement be permanent?

Yes No, please explain not applicable

If no, please explain here:

Restoration and Enhancement Projects

Is the activity on permanently protected land and/or public waters?

Yes No, please explain not applicable

If no, please explain here:

Does the activity take place on an Aquatic Management Area (AMA), Scientific and Natural Area (SNA), Wildlife Management Area (WMA), or State Forests?

Yes, which ones No, please explain not applicable

If so, please indicate which ones:

Accomplishment Timeline

Activity	Milestone	Date
Solicit and select grant applications	RFP and PM posted online	Aug 2011
	First round applications due	Mid-Sept 2011
	First round FY 11 grantees announced	Mid-Nov 2011
Grantees start work	First round grants encumbered	Feb 2012
	First round grants executed	March 2012

Conservation Partners Legacy Grant Program

Solicit and select second round grant applications (if necessary)	Second round applications due	Feb 2012
	Second round FY 11 grantees announced	May 2012
	Second round grants encumbered	June 2012
	Second round grants executed	June 2012
Grant monitoring starts	Per OGM policy	April 2012
Annual Grantee reports due	Reports received	Sept of each year
Program report to Council	Report submitted	Aug and Feb of each year

Attachments:

A. Budget

Attached.

B. Proposed Outcome Tables 1-5

Grantees will provide this information.

C. Map

Grantees will provide project locations.

D. Parcel List

Grantees will provide this information.

Attachment A. Budget Spreadsheet

[Link Here to definitions of the budget items below.](#)

Total Amount of Request \$ 4,318,784 *From page 1 on the funding form.*

Personnel

Position breakdown here	Over # of		LSOHC Request	Anticipated Cash Leverage	Cash Leverage Source	Total
	FTE	years				
<i>Conservation Grant Coordin</i>	0.5	1	\$ 62,400		\$	62,400
<i>Grant Spec Intermed</i>	1	1	\$ 124,800		\$	124,800
<i>Grant Spec Intermed (new)</i>	1	1	\$ 131,584		\$	131,584
<i>position 4</i>					\$	-
<i>position 5</i>					\$	-
<i>position 6</i>					\$	-
<i>position 7</i>					\$	-
Total			\$ 318,784	\$ -	\$ -	\$ 318,784

Budget and Cash Leverage *(All your LSOHC Request Funds must be direct to and necessary for program outcomes.)*

Please describe how you intend to spend the requested funds.

Budget Item	LSOHC Request	Anticipated Cash Leverage	Cash Leverage Source	Total
Contracts	\$ 4,000,000	\$ 40,000	<i>Grantee's non-state re</i>	\$ 4,040,000
Fee Acquisition w/ PILT <i>(breakout in table 6 & 7)</i>			\$	-
Fee Acquisition w/o PILT <i>(breakout in table 6 & 7)</i>			\$	-
Easement Acquisition			\$	-
Easement Stewardship			\$	-
Travel (in-state)			\$	-
Professional Services			\$	-
DNR Land Acquisition Costs			\$	-
Other			\$	-
Capital Equipment			\$	-
Other Equipment/Tools			\$	-
Supplies/Materials			\$	-
	\$ 4,318,784	\$ 40,000	\$ -	\$ 4,358,784

Attachment B. Proposed Outcome Tables

Only enter data in the outlined cells

Table 1 and Table 3 column totals should be the same AND Table 2 and Table 4 column totals should be the same

If your project has lakes or shoreline miles instead of land acres, convert miles to acres for Tables 1 and 3 using the following conversion:

Lakeshore = 6 acres per lakeshore mile / Stream & River Shore = 12 acres per linear mile, if both sides

Table 1. Acres by Resource Type

Describe the scope of the project in acres (use conversion above if needed)

	Wetlands	Prairies	Forest	Habitats	Total
Restore	<i>TBD</i>	<i>by</i>	<i>grantees</i>		0
Protect					0
Enhance					0
Total	0	0	0	0	0

Total Acres (sum of Total column)

Total Acres (sum of Total row)

0
0 *These two cells should be the same figure.*

Table 2. Total Requested Funding by Resource Type

	Wetlands	Prairies	Forest	Habitats	Total
Restore	<i>TBD</i>	<i>by</i>	<i>grantees</i>		\$ -
Protect					\$ -
Enhance					\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -

Total Dollars (sum of Total column)

Total Dollars (sum of Total row)

Check to make sure this amount is the same

as the Funding Request Amount on page 1 of Main Funding Form.

\$ -
\$ - *These two cells should be the same figure.*

Table 3. Acres within each Ecological Section

	Metro/Urban	Forest/Prairie	SE Forest	Prairie	Northern Forest	Total
Restore	<i>TBD</i>	<i>by</i>	<i>grantees</i>			0
Protect						0
Enhance						0
Total	0	0	0	0	0	0

Total Acres (sum of Total column)

Total Acres (sum of Total row)

Total Acres from Table 1.

0
0
0 *These three cells should be the same figure.*

Attachment B. Proposed Outcome Tables

Table 4. Total Requested Funding within each Ecological Section

	Metro/Urban	Forest/Prairie	SE Forest	Prairie	Northern Forest	Total
Restore	<i>TBD</i>	<i>by</i>	<i>grantees</i>			\$ -
Protect						\$ -
Enhance						\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	

Total Dollars (sum of Total column)

\$ -

These two cells should

Total Dollars (sum of Total row)

\$ -

be the same figure.

Check to make sure these amounts are the same

as the Funding Request Amount on page 1 of Main Funding Form.

Table 5. Target Lake/Stream/River Miles

TBD by grantees # miles of Lakes / Streams / Rivers Shoreline

Table 6. Acquisition by PILT Status (*enter information in acres*)

	Wetlands	Prairies	Forests	Habitats	Total
Acquired in Fee with State PILT Liability	<i>TBD</i>	<i>by</i>	<i>grantees</i>		0
Acquired in Fee without State PILT Liability					0
Permanent Easement NO State PILT Liability					0

Table 7. Estimated Value of Acquisition by PILT Status (*enter information in dollars*)

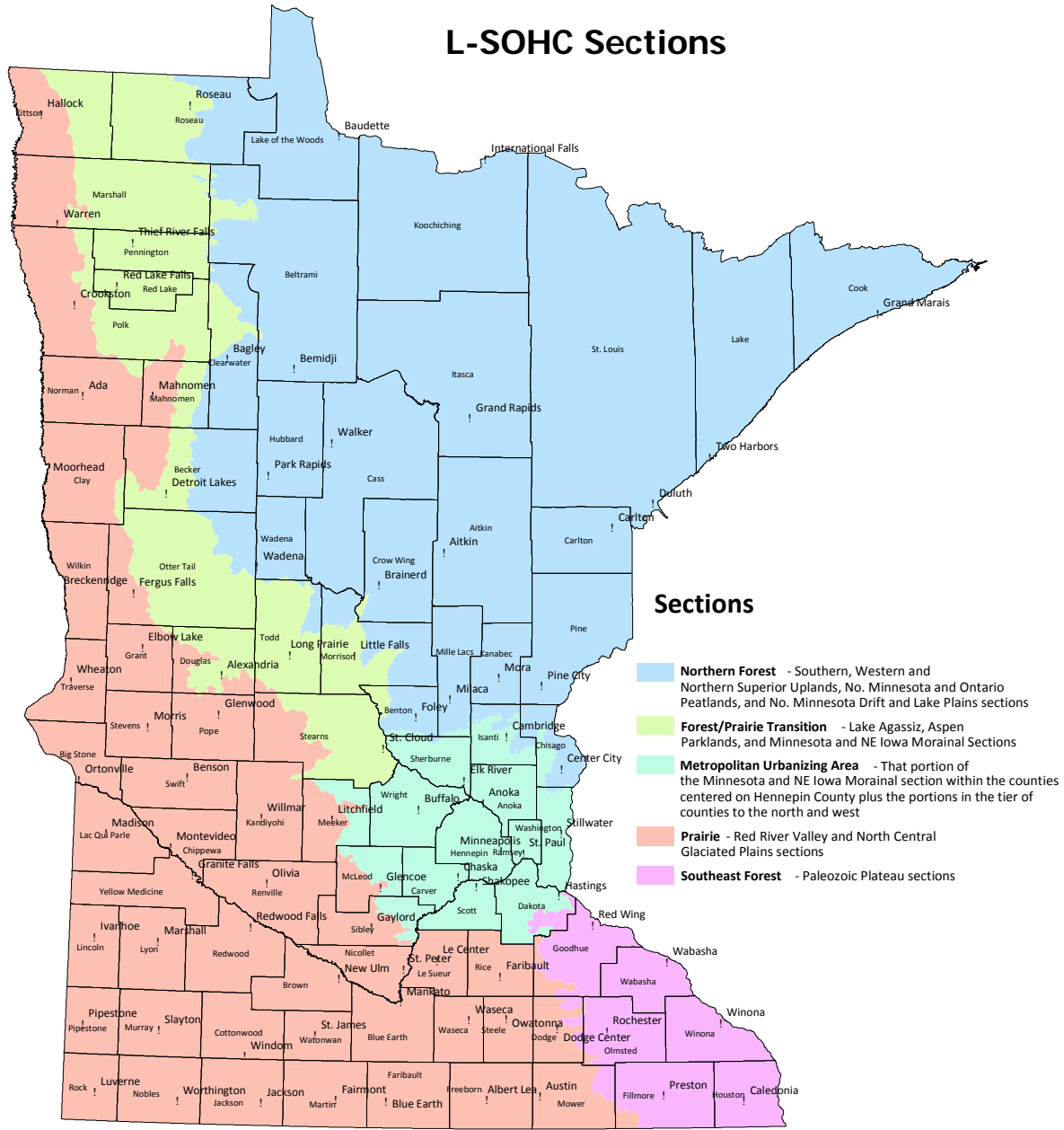
	Wetlands	Prairies	Forests	Habitats	Total
Acquired in Fee with State PILT Liability	<i>TBD</i>	<i>by</i>	<i>grantees</i>		\$ -
Acquired in Fee without State PILT Liability					\$ -
Permanent Easement NO State PILT Liability					\$ -

Attachment C.

Instructions: Double left click to bring up the map editor. Symbols should be on the left side of the pop-up banner at the top of your screen or at the bottom left depending on your software.

If you can't bring up the interactive map editor: 1) Make a paper copy of the map, 2) By hand place symbols on the map corresponding to the location of the projects in your proposal, 3) Scan the marked map to a pdf, 4) Attach to web form.

Locations TBD by CPL grantees.



Attachment D. Parcel List

Conservation Partners Legacy Grant Program

Parcel Name	County	Township	Range	Direction	Section	TRDS	# of acres	Estimated Cost to OHF	Description	Activity R=Restore P=Protect E=Enhance	Any existing protection? (yes/no)	Open to hunting and fishing? (yes/no)
TBD by CPL grantees												